

TP or CTP Preparation Points and Checklist

When preparing revised Thoroughfare Plan Maps or Comprehensive Transportation Plans and revisions keep the following points in mind. Please use the attached Checklist as your study progresses.

For DRAFT CTP:

1. Your Supervisor, Unit Head, Branch Manager, and Reviewing Technician must review and approve all plans without exception including revisions and changes. This review must be done prior to your local agency's vote.
2. The plan in question will begin as **DRAFT**.
3. The plan map date will only change if and when changes are made to it.
4. The plan map date needs to be fixed before any municipality, county or TAC votes on it and that date must be one that either precedes the vote or is the same day as the vote. The map date cannot be after the fact. This way your resolution or minutes in our file will correspond with the date of your plan.
5. Be very sure to coordinate with the applicable RPO on ALL small urban and county plans before they are submitted to the BOT for adoption. No plan will be submitted that has not been. This coordination date needs to be reflected on the plan as well. The RPO may adopt or endorse the plan.

For Recommended CTP to be submitted to the BOT:

6. You will then generate a memo to the Board of Transportation from the Branch Manager. The date of this memo becomes the date that we officially remove the word draft from the plan and change it to **RECOMMENDED**.
7. After you generate a memo and have added that date to the plan. The memo and the plan will need to be reviewed by your Supervisor, Reviewing Technician, and the Branch Manager. The Branch Manager will at this point sign the memo to the board as the manager of the branch.
8. When preparing your memo to the Board of Transportation, please remember to be concise and as short on words as possible. The in hand resolution and technical report are the proper documents to elaborate on the finer points of the plan.
9. Once the BOT adopts the plan, the final date is added to the plan and the word recommended is removed from the map.

For Final CTP:

10. Upon adoption of the plan you will need to address and compose a letter or memo to the applicable area informing them that the plan has been adopted. Insure that the front office is given **ALL** letters/memos that you generate. This does not include the memo to the BOT mentioned in number 6, as I will handle this one. Copies of all other correspondence need to be filed by the administrative office.

IN HOUSE CHECKLIST

This checklist must be started prior to local adoption. It should be initialed and dated as applicable at each step.

**STUDY AREA NAME
AND WORK CODE** _____ / _____

PROJECT ENGINEER _____ **DATE** _____

SUPERVISOR REVIEW _____ **DATE** _____

UNIT HEAD REVIEW _____ **DATE** _____

REVIEWING TECHNICIAN _____ **DATE** _____

BRANCH MANAGER REVIEW _____ **DATE** _____

LOCAL ADOPTION DATES _____

APPLICABLE RPO DATE _____

**BRANCH
RECOMMENDATION** Supervisor: _____ Technician: _____ Manager: _____

BOT ADOPTION DATE _____

**FINAL PLAN
DISTRIBUTION** By: _____ Date: _____

**PLAN CONVERTED
TO PDF FORMAT** By: _____ Date: _____

Please give this completed form to the Administrative Staff to be filed in the appropriate place.